

South Lopham Parish Council
Minutes of the 15 November 2022 meeting
held at Valley Farm, South Lopham.

Present:

Council Members: Rob Webb (RW) Chairman
S Puttock (SP)
J Pursehouse (JP)
Anne Shipperlee (AS)
Kate Patel (KP)
Clerk C Phillips (CAP)
Part of meeting RFO G Phillips (GCP)
Member of public Barry Harber (BH)

1. **Chairman's opening address.** The meeting welcomed BH who had offered to be co-opted to the council.
2. **To record attendance and consider the acceptance of apologies for absence.** Apologies were received from S Reynolds and M Chapman-Allen.
3. **To record declarations of interests from members in any item to be discussed.** None.
4. **To approve the Minutes of the last Meeting (September 2022)**
Approved JP 2nd SP, unanimously approved.
5. **To report on matters arising other than those listed separately on the agenda.** RW thanked SP for removing the fallen tree, the civility agreement will be dealt with at a future meeting along with the request to James Alston.
6. **Land at Blo Norton Road** the Clerk had been in communication with Breckland & the land may be able to be transferred to SLPC ownership. Today an email had been received that suggested we would need to be responsible for the hedge and track in front of the houses – it was unclear which track was being referred to, Clerk to pursue. SLPC are willing to maintain the hedge, Clerk to ask SR who currently maintains the hedge.
7. **Discuss the vacancies of Councillor, Clerk/RFO and internal auditor.** BH had been invited to attend the meeting and was co-opted as a new councillor, proposed AS, 2nd JP, unanimously approved. The councillor position of planning is vacant, this will be discussed at the next meeting. AS suggested someone who might consider doing our internal audit, AS to investigate – post meeting, position accepted. RW will try to contact M Maguire for a definitive answer about taking over Clerk/RFO role before advertising more widely. Post meeting, position declined so

advertising campaign required. Clerk/ RFO wish to stand down from role at the end of current financial year.

8. **Discuss draft budget for 2022-2023.** RFO ran through the current level of expenditure and highlighted current underspend of approximately £2500 on village projects mainly due to footpath project not going ahead – **ALL** please identify other projects by next meeting. Agreed to endeavour to purchase a defibrillator, ideally at a cost of circa £1700, for the village if this can be achieved before year end, Clerk to pursue. For next year's budget it was agreed to include costs for an uncontested election, with increases to NALC & salary running at 10%, internal auditor costs £30 and spraying circa £160. New SAM2 battery had been agreed at last meeting SR to purchase/advise exact cost.

9. **To receive the Financial Report, the statement of current balances to consider the following accounts for approval/ratification.**

Opening balance at 20 September 2022 £7817.14, receipts £2260.00, payments £1656.00, balance at 15 November 2022 £8421.14. Reported and noted.

Approve Payments

- i. Clerk's salary Oct-Dec £369.60 HMRC £92.40 proposed JP 2nd AS
- ii. South Lopham PCC invoice for churchyard maintenance £250.00 proposed JP 2nd AS
- iii. Invoice for replacement tree planting 2514 Sandy Lane nursery. £74.33 proposed AS 2nd SP
- iv. Poppy wreath donation RBL £25.00 proposed KP 2nd RW
- v. Printer cartridges expenses claim RFO £23.79 proposed AS 2nd JP

All payments unanimously approved.

10. **To receive reports from Councillors on the following:**

Update reports for each of these items should be circulated to all members prior to the meeting, any matters not included in the reports are noted here. Reports are available on request from the Clerk. General comment will councillors please advise clerk of a nil report.

- i. **Planning Matters Vacancy** – Mill House annex planning refused.
- ii. **Highways AS.** Report circulated. AS to contact Highways to request consideration for 50mph on A1006 East of 30mph.

- iii. **Community Matters including churchyard working party JP.** No report. Successful bonfire night with approx. £450 profit. Churchyard maintenance will resume when weather improves. Plan for litter pick in March 2023.
 - iv. **Footpaths, Ditches & Hedges RW.** Report circulated. Replacement tree planting at Duttie Bridge planned for 10 December 10am, all welcome to help. Light refreshments will be provided.
 - v. **Works SP.** No report. SP to chase up cost of tree work by war memorial. Advisory dog poo signs will hopefully be implemented in the next month or so – SP to submit expenses claim, approx. £12 per sign, at January meeting. KP to compose an educational message for FB.
 - vi. **Parish Website and FB group KP** No report circulated – plea to refrain from accepting advertising on the FB page, Fridays only for adverts. KP to promote message on FB. Consider if Suffolk Wildlife Trust at Lophams' Fen will promote our page, KP to investigate.,
 - vii. **SAM2 data, SR.** SR to purchase new battery and advise cost.
11. **To receive suggestions for items for the next agenda.**
12. **Date and time of next Meeting/s.**
 10th January 2023
 14th March 2023